

# Memorandum

MIAMI-DADE  
COUNTY

**Date:** October 19, 2004

**To:** Honorable Chairperson Barbara Carey-Shuler,  
Ed.D and Members, Board of County  
Commissioners

**From:** George M. Burgess  
County Manager

**Subject:** 2004-2005 Assistance to Firefighters Grant

Agenda Item No. 3(O)(10)(B)

## Recommendation

It is recommended that the Board approve the attached resolution authorizing the County Manager to accept the Assistance to Firefighters Grant award to Miami-Dade Fire Rescue (MDFR) \$750,000. This grant award enables the purchase of new Self Contained Breathing Apparatus (SCBA) for the firefighters of Miami-Dade Fire Rescue. The grant requires a \$550,000 match, bringing the total project cost to \$1,300,000.

## Background

On August 6, 2004, the Federal Department of Homeland Security, Office for Domestic Preparedness, notified MDRF that their grant application for funds available under the FY 04 Assistance to Firefighters Grant Program was approved for award. The Assistance to Firefighters Grant awards funding to fire departments across the country so that they may conduct fire safety related programs in their communities. The purpose of the grant is to reduce firefighter and public fire related deaths and injuries.

MDRF will use the grant funding to replace all outdated Self Contained Breathing Apparatus (SCBA) equipment because they do not meet the standards set by the Chemical, Biological, Radiological, Nuclear, Environmental (CBRNE) or the National Institute of Safety and Health (NIOSH). The new equipment purchased through this grant will put MDRF in full compliance of standards.

The total cost of this project is \$1,300,000, which includes the \$750,000 in federal funds and a \$550,000 match from MDRF. The submitted grant application included a \$890,000 match, but due to a reduction in the cost of the equipment the match is now \$550,000. This match has been accounted for in the FY 05-06 with district operating funds.

This grant will be managed by the Financial Resources Division, Office of Grants Management of MDRF.



Susanne M. Torriente  
Assistant County Manager



# MEMORANDUM

(Revised)

**TO:** Hon. Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

**DATE:** October 19, 2004

**FROM:** Robert A. Ginsburg  
County Attorney

A handwritten signature in black ink, appearing to read "R. A. Ginsburg", is written over the printed name of the County Attorney.

**SUBJECT:** Agenda Item No. 3(O)(10)(B)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved \_\_\_\_\_ Mayor

Veto \_\_\_\_\_

Override \_\_\_\_\_

Agenda Item No. 3(o)(10)(B)

10-19-04

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING EXECUTION OF RETROACTIVE AGREEMENT WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY U.S. FIRE ACT GRANT FUNDS FOR THE MIAMI-DADE FIRE RESCUE COMMUNITY AFFAIRS BUREAU; AND AUTHORIZING THE COUNTY MANAGER TO EXECUTE MODIFICATIONS, ACCEPT AND EXPEND FUNDS, AND TO EXERCISE THE CANCELLATION PROVISION CONTAINED THEREIN

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the retroactive agreement between Miami-Dade County and the Federal Emergency Management Agency for receiving U.S. Fire Act Grant funds for the 2004, 2005, and 2006 in substantially the form attached hereto and made a part hereof, an original of which is on file with the Clerk of the Board; and authorizes the county Manager to execute same for and on behalf of Miami-Dade County, to accept and expend said funds, and to file and execute any necessary modifications and the cancellation provision therein following the Manager to execute same for and on behalf of Miami-Dade County, to accept and expend said funds, to execute agreements with local municipalities, and to file and execute any necessary

modifications and the cancellation provision therein following the approval of the County Attorney's Office.

The foregoing resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner  
and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Betty T. Ferguson	Sally A. Heyman
Joe A. Martinez	Jimmy L. Morales
Dennis C. Moss	Dorrin D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this  
19th day of October, 2004. This Resolution and contract, if not vetoed, shall become  
effective in accordance with Resolution No. R-377-04.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

Eric A. Rodriguez



[Reply](#)

To: grandea  
Date: 08/06/2004  
Subject: Award Notification (Application Number: EMW-2004-FG-21735)  
From: usfagrants@fema.gov

Congratulations!

Your grant application submitted under the Emergency Preparedness and Response Directorate's (EP&R/FEMA of DHS) FY 04 Assistance to Firefighters Grant Program has been approved for award. Please go to <https://portal.fema.gov>. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen (on the left). Your User Name and Password are the same as those used to complete the application on-line. Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, you will see a link that says View Award Package. Click this link. This link will take you to your award package. Please print your award package for your records.

While you are in the system, you will see a link that says Update 1199A in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not already done so. Submit the form electronically. If you have not already mailed a copy of your SF 1199A to FEMA, print the form (using the Print 1199A button), write your grant number on the form, and take it to your bank to have the bottom portion completed and mailed to the following address:

Department of Homeland Security  
Emergency Preparedness and Response Directorate (EP&R/FEMA of DHS)  
Attn: Assistance to Firefighters Grant  
Grants Management Branch  
Room 350  
500 C Street, SW, Room 350  
Washington, DC 20472

Due to delays in delivery of regular USPS mail to government offices, we suggest that you use USPS priority mail or a commercial overnight delivery service to decrease the amount of time that elapses between our request for information and your response. Please allow three weeks for the processing of your SF 1199A. You will receive an email when your form has been approved. If you have any questions regarding your SF-1199A, please call 1-866-274-0960 or 1-877-510-6762.

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**Welcome Allie Grande! You have 1 new messages!**

Clicking the subject will give you the details of the message. If you want to delete a message click on the Delete Link under the Action column. You can also view the old and sent messages by clicking on the Old Messages and Sent Messages text above.

Compose Message

From	Date	Subject (Click to read)	Action
usfagrants@fema.gov	08/06/2004	<u>Award Notification (Application Number: EMW-2004-FG-21735)</u>	<u>Delete</u>

Close Window

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[Reply](#)

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From: usfagrants@fema.gov

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Emergency Preparedness and Response Directorate (EP&R/FEMA of DHS)  
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Washington, DC 20472

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## Award Package

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U.S. Department of Homeland Security  
*Office for Domestic Preparedness*  
Washington, D.C. 20531

Ms. Allie Grande  
Miami-Dade Fire Rescue  
9300 SW 41st Street  
Miami, Florida 33178-2414

Re: Grant No.EMW-2004-FG-21735

Dear Ms. Grande:

Congratulations, on behalf of the Department of Homeland Security and the Office for Domestic Preparedness. Your grant application submitted under the FY 04 Assistance to Firefighters Grant has been approved. The approved project costs amount to \$1,640,000.00. The Federal share is \$750,000.00 of the approved amount and your share of the costs is \$890,000.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the Grant and Grant Agreement Articles when you request and receive any of the Federal Grant funds awarded to you.**

The first step in requesting your grant funds is to confirm your correct Direct Deposit Information. Please go on-line to the AFG eGrants system at <https://portal.fema.gov> and if you have not done so, complete and submit your SF 1199A, Direct Deposit Sign-up Form. Please forward the original, completed SF 1199A, Direct Deposit Sign-up Form, signed by your organization and the banking institution to the address below:

Department of Homeland Security  
Emergency Preparedness and Response Directorate (FEMA)  
Grants Management Branch  
500 C Street, SW, Room 334  
Washington, DC 20472

Attn: Assistance to Firefighters Grant Program

After your SF 1199A is reviewed and you receive an email indicating the form is approved, you will be able to request payments online. If you have any questions or concerns regarding the process to request your grant funds, please call 1-877-510-6762.

Sincerely,

A handwritten signature in cursive script that reads "C. Suzanne Mencer".

C. Suzanne Mencer  
Executive Director  
Office of State and Local Government  
Coordination and Planning

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## Agreement Articles



## U.S. Department of Homeland Security

Washington, D.C. 20531

**AGREEMENT ARTICLES****ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Firefighter Safety program****GRANTEE: Miami-Dade Fire Rescue****PROGRAM: Operations and Firefighter Safety****AGREEMENT NUMBER: EMW-2004-FG-21735****AMENDMENT NUMBER:****TABLE OF CONTENTS**

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Article VIII	Performance Reports
Article IX	DHS Officials
Article X	Other Terms and Conditions
Article XI	General Provisions
Article XII	Audit Requirements

**Article I - Project Description**

The grantee shall perform the work described in the approved grant application's Program Narrative. That narrative is made a part of these grant agreement articles by reference. The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, DHS has determined that the grantee's project, as detailed in submitted project narrative and budget information, submitted as part of the grantee's application (and considered part of this agreement by reference), was consistent with the program's purpose and worthy of award. As such, any material deviation from the approved program narrative must have prior written approval.

**Article II - Grantee Concurrence**

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By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. All documents submitted as part of the application are made a part of this agreement by reference.

### **Article III - Period of Performance**

The period of performance shall be from 28-JUL-04 to 27-JUL-05.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and DHS has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from DHS.

### **Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$1,640,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$1,640,000.00

### **Article V - Requests for Advances or Reimbursements**

Grant payments under the Assistance to Firefighters Grant Program are made on an advance or reimbursable basis for immediate cash needs. When the grantee needs grant funds and has obtained a user account, the grantee fills out the on-line Request for Advance or Reimbursement. If the grantee has not obtained a user account, an account may be obtained by calling the help desk at 1-866-274-0960.

### **Article VI - Budget Changes**

Generally, changes in the budget-line items are permitted, as long as the original program narrative is accomplished. The only exception to this provision is for grants where the Federal share is in excess of \$100,000.00. In grants where the Federal share exceeds \$100,000.00, the budgeted line items can be changed, but if the cumulative changes exceed ten (10) percent of the total budget, Changes must be pre-approved.

### **Article VII - Financial Reporting**

The Request for Advance or Reimbursement mentioned above, will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The Financial Status Report, is due within 90 days after the end of the performance period.

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## Article VIII - Performance Reports

The grantee must submit a semi-annual and a final performance report to DHS. The final performance report should provide a short narrative on what the grantee accomplished with the grant funds and any benefits derived there from. The semi-annual report is due six months after the award date.

## Article IX - DHS Officials

**Program Officer:** Tom Harrington, Deputy Chief of the Grants Program Office, is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

**Grants Assistance Officer:** Christine Torres, is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

**Grants Management Branch POC:** Pamela Greene is the point of contact for this grant award and shall be contacted for all financial and administrative grant business matters. If you have any questions regarding your grant please call 202-646-4397.

## Article X - Other Terms and Conditions

Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the DHS Program Office.

## Article XI - General Provisions

The following are hereby incorporated into this agreement by reference:

44 CFR, Emergency Management and Assistance

- Part 7 Nondiscrimination in Federally-Assisted Programs
- Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments
- Part 17 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace (Grants)
- Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-122 Cost Principles for Non-Profit Organizations

OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other NonProfit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

## Article XII- Audit Requirements

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

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As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years upon the official closeout of your grant. You must also agree to make your grant files, books, and records available for an audit by DHS, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

**Additional Requirements if applicable**

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**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2004-FG-21735	2. AMENDMENT NO. 0	3. RECIPIENT NO. 59-6000573	4. TYPE OF ACTION AWARD	5. CONTROL NO. W377355N
6. RECIPIENT NAME AND ADDRESS Miami-Dade Fire Rescue 9300 SW 41st Street Miami Florida, 33178-2414	7. ISSUING OFFICE AND ADDRESS ODP/Financial and Grants Management Division 500 C Street, S.W., Room 350 Washington DC, 20472 POC: Pamela Greene 202-646-4397	8. PAYMENT OFFICE AND ADDRESS ODP/Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Allie Grande	PHONE NO. 786-331-4653	10. NAME OF PROJECT COORDINATOR Tom Harrington	PHONE NO. (202) 307-2790	
11. EFFECTIVE DATE OF THIS ACTION 28-JUL-04	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:28-JUL-04 To:27-JUL-05	

Budget Period  
From:01-OCT-03 To:30-SEP-04

**15. DESCRIPTION OF ACTION**

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (AACS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2004-57-0364RE-63000000- 4101-R	\$0.00	\$750,000.00	\$750,000.00	\$890,000.00
<b>TOTALS</b>			\$0.00	\$750,000.00	\$750,000.00	\$890,000.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant - Fire Prevention and Safety Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/A

DATE  
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Richard Goodman

DATE  
28-JUL-04

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